

## Bindery Area Coordinator

### JPS Graphics - Company Overview

JPS Graphics' purpose is to enrich lives by producing physical learning materials. We are a multi-generation, family-owned business that has been a staple of the Dallas-based printing community for over 40 years. What started decades ago as a start-up retail, storefront print shop, is now an at-scale manufacturing plant that produces over a million books per year along with other print-related materials.

### THE OPPORTUNITY

You embrace a growth mindset and will bring a passion for further accelerating our 30% annual growth rate. You will directly support our Plant Manager by leading the Bindery Department.

This position helps ensure we are executing all jobs whether it be soft cover (perfect bound) books, hardcover (case bound) books, saddle-stitched booklets, training manuals, educational kits, etc.

You will be empowered (and expected) to recommend new ideas and perspectives that allow us to continue to evolve our approach to acquiring and servicing customer accounts. You will play a pivotal role in our business by optimizing our process to ensure maximize overall productivity, growth and development.

### CORE RESPONSIBILITIES INCLUDE

- Lead and attend daily production meetings
- Provide daily schedules and position assignments
- Coordinate jobs between areas to ensure quality and on-time accuracy
- Overall Bindery productivity and labor
- Communicate with service technicians and vendors
- Machine maintenance and up keep
- Employee training and development
- Other duties as assigned

### EXPERIENCE & SKILLS NEEDED

- 5 years of comparable print experience
- Knowledge of bindery operations – Muller Martini – Vareo Perfect Binder, Horizon - HT Trimmer
- Mechanically inclined
- Ability to work flexible hours, including occasional weekends
- Ability to thrive in a high volume, fast paced production environment
- Bilingual required

## A FEW OF OUR AWESOME BENEFITS

- Competitive Salary
- Annual Profit Sharing
- 401K with 4% Employer Matching
- Paid Vacation Days
- 8 Paid Holidays
- Health, Dental & Vision Insurance
- Group Life & Long-Term & Short-Term Disability Insurance
- Cross-training Programs
- Regular Culture Building Activities
- And much more!

## THE TEAM

You'll join an organization of 50-60 team members and seasonal workers who are effective at their craft and passionate about delivering on our customer commitments. Our average tenure of 18 years is evidence of the loyal nature of the team. Our team strives to live our core values every day.

## OUR CORE LEARNING VALUES

- C: Can Do JPS Spirit - We make things happen, even if they are hard. We work to prevent problems before they occur and solve problems when they happen. Our focus is on what we can do, not what we can't do.
- O: Outstanding Customer Experience - Our business thrives when our customers are thrilled with our: Responsive, caring service; Right the first-time products; On-time deliveries
- R: Respect - Treat others as you wish to be treated. Because we are professional and helpful our team is successful.
- E: Extra-Dependable - Our customers depend on us. We can count on each other to be here, be on time and work together as a team to keep our customers happy and coming back.
- L: Learning Through Continuous Improvement- Our team members have a zest for learning. Every day we are looking for ways to be better than yesterday. Failures are not setbacks rather they are opportunities to learn and get better. We live in a growth mindset and believe that new skills and techniques can be learned.

## EQUAL EMPLOYMENT OPPORTUNITY

JPS is committed to giving equal employment and advancement opportunities to all qualified people. JPS does not discriminate in employment opportunities or practices based on race, color, religion, gender, sexual orientation, marital status, citizenship, national origin, pregnancy, veteran or military status, disability, genetic information, age, protected medical condition, or any other characteristic protected by law ("Protected Characteristics").